

**STATE OF NEVADA**

**STATE EMERGENCY RESPONSE COMMISSION**

<b>ORIGINATED BY:</b> Karen J. Kennard	<b>ORIGINATED DATE:</b> 05/01/03	<b>APPROVED BY:</b> SERC
<b>REVISED BY:</b> Karen J. Kennard	<b>REVISED DATE:</b> 1/12/06	
<b>DATE ISSUED:</b> 05/01/03	<b>DATE EFFECTIVE:</b> 05/01/03	<b>SUBJECT:</b> LEPC Submission of Bylaws and Membership lists
<b>PROCESSED BY:</b>	<b>SPECIAL INSTRUCTIONS:</b>	<b>POLICY NO:</b> SERC 8.9

**Reference: NAC 459.99132**

**PRINCIPLE:**

Pursuant to Federal law, the State Emergency Response Commission shall supervise and coordinate the activities of the Local Emergency Planning Committees (LEPC).

**POLICY:**

Each LEPC shall submit its current bylaws and membership list to the State Emergency Response Commission for review by the Bylaws Committee for compliance with federal and state laws and regulations.

**PROCEDURES:**

Annually, in conjunction with the SERC grant application cycle, each LEPC shall submit its Bylaws and membership lists.

- A. Bylaws and membership lists must be reviewed, and if necessary updated, annually by the LEPC. Any updates to bylaws and membership lists, or written notification there are no changes, will be submitted by each LEPC to the SERC by **January 31** each year.
- B. The SERC Bylaws Committee will review the LEPC bylaws and membership lists to ensure compliance with federal and state laws and regulations.
- C. The Bylaws Committee will report any deficiencies to the Commission.
- D. The Commission will take appropriate action based on the deficiency to resolve the problem.